



# **Merchant Information**

*Revised June 2001*



THE GOVERNMENT PURCHASE CARD (GPC)  
VISA CREDIT CARD PROGRAM  
FORT CAMPBELL, KENTUCKY

Presented by: The Directorate of Contracting (DOC)  
Leslie H. Carroll, Director of Contracting  
Carl J. Heckmann, Chief, Business Operations Division

Please direct inquiries to:  
DOC Business Operations Division, CREDIT CARD TEAM  
2174, 13 1/2 & Indiana  
Fort Campbell, KY 42223

**Ms. Lynn Worsham, Credit Card Manager (270) 798-7802**

**Team Members:**

Mr. Ed Shafer	(270) 798-7807
Ms. Mae Cruz	(270) 798-7333
Ms. Sylvia Muse	(270) 798-7808

**FAX (270) 798-7274**

**WELCOME  
TO THE GOVERNMENT PURCHASE CARD (GPC) VISA GOVERNMENT-WIDE  
CREDIT CARD PROGRAM,  
FORT CAMPBELL, KENTUCKY**

1. THE GOVERNMENT PURCHASE CARD (GPC) VISA CREDIT CARD IS SIMILAR IN NATURE TO A COMMERCIAL CREDIT CARD. THE CARD IS INTENDED TO STREAMLINE PAYMENT PROCEDURES AND REDUCE ADMINISTRATIVE COSTS FOR MERCHANTS AND THE GOVERNMENT.
2. GPC VISA CREDIT CARD CARDHOLDERS CAN ONLY PURCHASE FROM MERCHANTS THAT ACCEPT VISA. MERCHANTS THAT ARE NOT SET-UP AS VISA MERCHANTS CAN CONTACT ANY FINANCIAL INSTITUTION OF THEIR CHOICE TO SIGN UP TO ACCEPT VISA CREDIT CARD CHARGES. VISA REGULATIONS PROHIBIT MERCHANTS FROM PROCESSING VISA CHARGES THROUGH ANOTHER MERCHANT.
3. CARDHOLDERS ARE REQUIRED TO CHECK THE GOVERNMENT SUPPLY SYSTEM AND PURCHASE MANDATORY SUPPLIES FROM MANDATORY SOURCES, I.E., THE NATIONAL INSTITUTE OF THE SEVERELY HANDICAPPED (NISH), THE NATIONAL INSTITUTE OF THE BLIND (NIB), RCLB (EAGLEMART), AND FEDERAL PRISON INDUSTRIES (FPI), PRIOR TO OBTAINING SUPPLIES COMMERCIALY WITH THE GPC VISA CREDIT CARD.
4. FORT CAMPBELL CREDIT CARDHOLDERS, NOT ASSIGNED TO THE DIRECTORATE OF CONTRACTING, ARE AUTHORIZED TO PURCHASE SUPPLIES AND SERVICES APPLYING "MICRO-PURCHASE" PROCEDURES. "MICRO-PURCHASE" IS DEFINED AS AN ACQUISITION OF SUPPLIES AND SERVICES (EXCEPT CONSTRUCTION), THE AGGREGATE AMOUNT OF WHICH DOES NOT EXCEED \$2,500. "MICRO-PURCHASE" FOR CONSTRUCTION IS LIMITED TO \$2,000.

***NOTE: CONSTRUCTION CREDIT CARDS HAVE LIMITED USE AND CAN ONLY BE PROCESSED BY AUTHORIZED PUBLIC WORKS BUSINESS CENTER (PWBC) CONSTRUCTION CREDIT CARDHOLDERS.***

5. PLEASE BE ADVISED THAT A CARDHOLDER IS BOUND BY LAWS AND REGULATIONS GOVERNING "MICRO-PURCHASE" PROCEDURES THAT MANDATE CARDHOLDERS ARE NOT AUTHORIZED TO "SPLIT" PURCHASES OVER \$2,500 TO STAY BELOW THE "MICRO-PURCHASE" THRESHOLD OF \$2,500, E.G., PROCESSING TWO PURCHASES AT \$1,300 EACH TO PURCHASE \$2,600 OF SUPPLIES/SERVICES. THE CARDHOLDER, BY LAW, IS UNAUTHORIZED TO SPLIT THE REQUIREMENT INTO SEPARATE ORDERS TO STAY BELOW \$2,500. LIKEWISE, MERCHANTS SHOULD NOT VIOLATE THE LAW BY PROCESSING CHARGES TO SPLIT A PURCHASE OVER \$2,500 IN SEPARATE CHARGES.
6. THE GPC VISA CREDIT CARD IS EMBOSSED WITH THE CARDHOLDER'S NAME AND CAN NOT BE USED BY ANY OTHER INDIVIDUAL(S).
7. WHEN QUOTING PRICES TO A CARDHOLDER, MERCHANTS ARE REQUIRED TO GIVE THE CARDHOLDER A FIRM-FIXED TOTAL (INCLUDING SHIPPING IF APPLICABLE) FOR ITEMS/SERVICES.
8. VISA REGULATIONS REQUIRE MERCHANTS TO OBTAIN AUTHORIZATION FOR CREDIT CARD TRANSACTIONS VIA TELEPHONE OR DIRECT COMMUNICATION LINK TO THE VISA AUTHORIZATION NETWORK. THIS PROTECTS THE MERCHANT AS WELL AS THE GOVERNMENT FROM UNAUTHORIZED TRANSACTIONS.
9. MERCHANTS SHALL NOT REIMBURSE CASH UPON RETURN OF MERCHANDISE. THE MERCHANT IS ADVISED TO CREDIT THE CARDHOLDER'S CREDIT CARD ACCOUNT IMMEDIATELY. NO CASH SHALL BE GIVEN FOR ANY CREDIT CARD TRANSACTION. NO CREDITS TOWARD FUTURE PURCHASES ARE AUTHORIZED.
10. THE GPC VISA CREDIT CARD SHALL NOT BE USED FOR THE FOLLOWING:
  - A. CASH ADVANCES (NOT PERMITTED UNDER ANY CIRCUMSTANCES).
  - B. RENTAL OR LEASE OF LAND OR BUILDINGS.
  - C. TELECOMMUNICATION (TELEPHONE) SERVICES, I.E., MAJOR SYSTEMS SUCH AS FTS 2000 OR DSN.
11. ALL PURCHASES PROCESSED WITHIN THE GPC VISA CREDIT CARD ARE TAX EXEMPT FROM STATE AND LOCAL TAXES. THE PHRASE "U.S. GOVERNMENT TAX EXEMPT" IS PRINTED ON THE FRONT OF EACH CREDIT CARD. A TAX EXEMPT LETTER IS AT ATTACHMENT B.
12. VISA REGULATIONS PROHIBIT MERCHANTS FROM ADDING A FEE TO VISA CREDIT CARD CHARGES. MERCHANTS SHOULD CONSIDER THE VISA FEE AS THEY WOULD ANY OVERHEAD EXPENDITURES.

13. A CARDHOLDER'S CREDIT CARD NUMBER MUST NOT APPEAR ON THE OUTSIDE OF THE SHIPPING CONTAINER. A MERCHANT CAN REQUEST THE CARDHOLDER PROVIDE A CALL NUMBER TO REFERENCE THE ORDER.

14. CARDHOLDERS ARE REQUIRED BY LAWS AND REGULATIONS TO ROTATE COMMERCIAL MERCHANTS. MANDATORY SOURCES, I.E., NATIONAL INSTITUTE FOR THE BLIND (NIB), ETC., DO NOT REQUIRE ROTATION.

15. IF YOU HAVE ANY QUESTIONS REGARDING THE IMPAC VISA CREDIT CARD PROGRAM AT FORT CAMPBELL, PLEASE CONTACT THE DOC, CREDIT CARD TEAM, MS. LYNN WORSHAM, CREDIT CARD MANAGER, (270) 798-7802, ED SHAFFER , 798-7803, MAE CRUZ, 798-7333, OR SYLVIA MUSE 798-7808.

PLEASE ALSO SEE THE DIRECTORATE OF CONTRACTING WEBSITE:

[www.campbell-doc.army.mil](http://www.campbell-doc.army.mil)

**THE TOP 20 QUESTIONS  
ABOUT THE GPC VISA CREDIT CARD PROGRAM**

**1. Q: IS THIS A SPECIAL VISA CREDIT CARD?**

**A. NO. THE GOVERNMENT USES A COMMERCIAL VISA THAT CAN BE ACCEPTED BY ANY MERCHANT THAT ACCEPTS VISA.**

**2. Q: I DO NOT ACCEPT VISA, BUT THE BUSINESS NEXT DOOR TO MINE ACCEPTS VISA. CAN I RUN MY CHARGES THROUGH THEIR BUSINESS?**

**A. NO. IT IS AGAINST VISA REGULATIONS TO CHARGE THROUGH ANOTHER MERCHANT OTHER THAN THE MERCHANT PROVIDING THE SUPPLIES/ SERVICES.**

**3. Q: I AM A MERCHANT THAT PRESENTLY DOES NOT ACCEPT VISA. HOW DO I GET STARTED?**

**A. CONTACT ANY FINANCIAL INSTITUTION OF YOUR CHOICE AND INFORM THEM YOU WOULD LIKE TO START PARTICIPATING AS A MERCHANT THAT ACCEPTS VISA AS A METHOD OF PAYMENT.**

**4. Q: I CONTACTED MY BANK AND THEY WANT TO CHARGE ME A FEE TO ACCEPT VISA AS A METHOD OF PAYMENT. CAN I PASS THIS CHARGE ON TO THE GOVERNMENT?**

**A. VISA REGULATIONS PROHIBIT A MERCHANT FROM CHARGING CREDIT CARDHOLDERS, GOVERNMENT, OR NON-GOVERNMENT, A FEE TO PROCESS CREDIT CARD CHARGES. A MERCHANT WOULD NEED TO CONSIDER THIS FEE AS THEY WOULD ANY OVERHEAD CHARGES.**

**5. Q: I CONSIDER THE FEE MY BANK WANTS TO CHARGE ME TOO HIGH. WHAT SHOULD I DO?**

**A. YOU CAN SHOP AROUND AND CHECK THE FEE OF OTHER FINANCIAL INSTITUTION TO SEE IF YOU CAN OBTAIN A PREFERRED RATE.**

**6. Q: I ACCEPT MASTERCARD. DO I HAVE TO SWITCH TO VISA?**

**A. THE DEPARTMENT OF THE ARMY VISA CREDIT CARDHOLDERS CAN ONLY PROCESS CREDIT CARD CHARGES WITH MERCHANTS THAT ACCEPT VISA.**

**7. Q: WHAT IS THE MAXIMUM DELIVERY TIME FRAME WITH THE GPC VISA CREDIT CARD PROGRAM USING MICRO PURCHASE PROCEDURES?**

**A. 30 DAYS.**

**8. Q: A CARDHOLDER CHARGED SOME ITEMS THAT EXCEEDED THE CARDHOLDER'S SINGLE PURCHASE LIMIT. CAN I CHARGE THESE ITEMS WITH TWO DIFFERENT CHARGES?**

**A: NO. CARDHOLDER'S SINGLE PURCHASE LIMITS ARE THE MAXIMUM AMOUNT THE CARDHOLDER CAN SPEND ON ONE SINGLE PURCHASE. THIS CAN BE ONE ITEM OR SEVERAL ITEMS WHOSE TOTAL DOES NOT EXCEED THE CARDHOLDER'S SINGLE PURCHASE LIMIT.**

**9. Q: CAN I CHARGE SHIPPING CHARGES TO THE CARDHOLDER?**

**A: YES, IF APPLICABLE; HOWEVER, THE TOTAL AMOUNT OF ITEMS AND SHIPPING CHARGES CAN NOT EXCEED THE CARDHOLDER'S SINGLE PURCHASE LIMIT, AND YOU ARE REQUIRED TO INFORM THE CARDHOLDER AT THE TIME OF ORDER THAT YOUR PRICE INCLUDES SHIPPING.**

**NOTE: YOU CAN NOT HAVE THE SHIPPING COMPANY CHARGE THE CARDHOLDER. THE COMPLETE CHARGE MUST BE CHARGED THROUGH THE MERCHANT; NO SECOND OR THIRD PARTY CHARGES.**

**10. Q: I CAN DELIVER FOUR OF THE SIX ITEMS THE CARDHOLDER ORDERED TODAY. CAN I CHARGE THE CARDHOLDER'S ACCOUNT TODAY FOR THE FOUR ITEMS, AND CHARGE THE CARDHOLDER'S ACCOUNT TOMORROW WHEN I DELIVER THE REMAINDER OF THE ITEMS?**

**A: MERCHANTS SHOULD NOT CHARGE THE CARDHOLDER'S CREDIT CARD UNTIL ALL ITEMS AND/OR SERVICES HAVE BEEN RENDERED TO COMPLETE THE ORDER.**

**11. Q: HOW DO I GET PAID FOR VISA CHARGES?**

A: THROUGH YOUR FINANCIAL INSTITUTION THAT YOU HAVE YOUR VISA ACCOUNT SET-UP. YOU NEED TO CHECK WITH YOUR FINANCIAL INSTITUTION BUT THE AVERAGE MERCHANT ACCOUNTS ARE CREDITED WITHIN 48 HOURS OF THE PURCHASE.

12. Q: DOES THIS MEANTDO NOT BILL FINANCE AND ACCOUNTING?

A: THAT IS CORRECT. VISAPAYS THE MERCHANT, NOT FINANCE AND ACCOUNTING.

13. Q: DO ALL GOVERNMENT PERSONNEL POSSESS A CREDIT CARD?

A. NO. MERCHANTS SHOULD QUESTION THE INDIVIDUAL PLACING THE ORDER TO DETERMINE IF THEY ARE A VISA CARDHOLDER. THE CARDHOLDER IS THE ONLY INDIVIDUAL AUTHORIZED TO CHARGE ON THE CREDIT CARD.

14. Q: CAN MERCHANTS GIVE PRICE QUOTES TO INDIVIDUALS WHO ARE NOT CARDHOLDERS?

A: YES, A MERCHANT CAN GIVE PRICE QUOTES TO INDIVIDUALS THAT ARE NOT CARDHOLDERS; HOWEVER, THE MERCHANT CAN NOT ORDER, DELIVER, OR CHARGE A CREDIT CARDHOLDER'S ACCOUNT UNLESS THE MERCHANT HAS DIRECT CONTACT WITH THE CARDHOLDER, NO SECOND OR THIRD PARTY AGREEMENTS.

15. Q: A CARDHOLDER CALLED REQUESTING PRICING INFORMATION. DOES THIS INDICATE THAT CAN DELIVER?

A: NO, A REQUEST FOR A PRICE QUOTE IS NOT AN ORDERTHE CARDHOLDER MAY ONLY BE CHECKING PRICE AND AVAILABILITY OFITEM(S).

16. Q: HOW DO I LET CARDHOLDERS KNOW THAT I AM A VISA ACCEPTING MERCHANT?

A: THE DIRECTORATE OF CONTRACTING OFFERS SEVERAL METHODS:

A) MERCHANT CORNER. MERCHANTS MAY SUBMIT CATALOGS OR LINE CARDS TO THE DOC CREDIT CARD TEAM FOR DISPLAY IN THE MERCHANT CORNER AT THE DOC CREDIT CARD TEAM OFFICE.

B) TRADE FAIRS – THE LOCAL CHAMBER OF COMERERCE PARTNER WITH FORT CAMPBELL TO CONDUCT A TRADE FAIR IN NOVEMBER EACH YEAR. CHECK THE DOC HOME PAGE EACH SEPTEMBER FOR THE REGISTRATION FORM. MERCHANTS ARE PROVIDED TABLE SPACE TO DISPLAY THEIR SUPPLIES/SEVICES AND CARDHOLDERS WILL ROTATE THROUGHOUT THE DAY TO MEET MERCHANTS AND EXCHANGE INFORMATION.

C) CONTRACTING OPPORTUNITIES DAY (COD). APPROXIMATELY EVERY TWO YEARS, THE DIRECTORATE OF CONTRACTING HOSTS COD IN THE MONTH OF MAY COD PROVIDES SEMINARS AND THE OPPORTUNITY FOR MERCHANTS TO MEET GOVERNMENT PERSONNEL WHO PURCHASE FOR THE GOVERNMENT SOME CARDHOLDERS WILL BE AVAILABLE TO MEET MERCHANTS.

D) MERCHANT REGISTRATION FORM (SEE ATTACHMENT A) ARE FILED BY TYPE OF BUSINESS, I.E., CONSTRUCTION, DRYWALL, OFFICE SUPPLIES, ETC., AND PLACED IN THE MERCHANT CORNER FOR EASY ACCESS BY CARDHOLDERS.

E) THE FORT CAMPBELL COURIER NEWSPAPER. FOR MORE INFORMATION ON ADVERTISING IN THE COURIER, PLEASE CALL (270)439-5700.

F) THE COMMUNITY ACTIVITIES BUSINESS CENTER (CABC), MORALE, WELFARE AND RECREATION (MWR) OFFICE OFFERS SEVERAL TYPES OF ADVERTISING OPPORTUNITIES FOR COMMERCIAL MERCHANTS FOR ADDITIONAL INFORMATION, PLEASE CALL 270-798-2853.

17. Q: HOW CAN I FIND OUT ABOUT TRADE FAIRS AND OTHER EVENTS?

A. *TRADE FAIRS AND OTHER EVENT INFORMATION CAN BE FOUND AT THE DOC HOME PAGE AT [www.campbell-doc.army.mil](http://www.campbell-doc.army.mil).*

18. Q: IF I HAVE A PROBLEM THAT I CAN NOT RESOLVE WITH THE CARDHOLDER,WHO CAN I CONTACT?

A: YOU CAN CONTACT THE DOC CREDIT CARD TEAM, MS. LYNN WORSHAM, CREDIT CARD MANAGER (270) 798-7802, ED SHAFFER 798-7803, MAE CRUZ 798-7333 OR SYLVIA MUSE 798-7808.

**19. Q: SINCE SUPPLIES/SERVICES PURCHASED WITH THE GPC VISA CREDIT CARD ARE TAX EXEMPT, WHAT IS THE TAX EXEMPTION NUMBER FOR FORT CAMPBELL?**

**A: THE TENNESSEE TAX IDENTIFICATION NUMBER (TIN) IS 61-0455908, AND THE KENTUCKY TAX IDENTIFICATION NUMBER (TIN) IS FG-024-100.  
(SEE ATTACHMENT B).**

**20. Q: IF I NEED ADDITIONAL INFORMATION ABOUT THE VISA CREDIT CARD PROGRAM WHOM DO I CONTACT?**

**A: YOU CAN CONTACT THE DOC CREDIT CARD TEAM, MS. LYNN WORSHAM, CREDIT CARD MANAGER (270) 798-7802, MAE CRUZ, 798-7333, ED SHAFFER 798-7807, OR SYLVIA MUSE 798-7808.**

**GOVERMRNT PURCHASE CARD  
(GPC)  
VISA  
MERCHANT REGISTRATION FORM**

\_\_\_\_\_ YES, I ACCEPT VISA  
\_\_\_\_\_ NO, I DO NOT ACCEPT VISA  
(IF NO, PLEASE DO NOT CONTINUE)

**MERCHANT INFORMATION**

1. TYPE OF BUSINESS: \_\_\_\_\_
2. MERCHANT'S NAME: \_\_\_\_\_
3. ADDRESS: \_\_\_\_\_
4. CITY: \_\_\_\_\_ STATE: \_\_\_\_\_
5. PHONE: (    ) \_\_\_\_\_ FAX: \_\_\_\_\_
6. POINT OF CONTACT: \_\_\_\_\_

\_\_\_\_\_ (PLEASE PRINT MERCHANT'S AUTHORIZED REPRESENTATIVE'S NAME)

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RETURN THIS FORM TO :

DIRECTORATE OF CONTRACTING  
ATTN: DOC CREDIT CARD TEAM  
BLDG 2174, 13 1/2 STREET  
FORT CAMPBELL, KY 42223-5358  
OR  
FAX: (270) 798-7274

ATTACHMENT A



**DEPARTMENT OF THE ARMY**

HEADQUARTERS, 101ST AIRBORNE DIVISION (AIR ASSAULT) AND FORT CAMPBELL  
DIRECTORATE OF CONTRACTING  
2174 13-1/2 STREET  
FORT CAMPBELL, KENTUCKY 42223-5358

REPLY TO  
ATTENTION OF:

**Directorate of Contracting**

**SUBJECT: State Sales and Use Taxes**

**Dear Merchant:**

All purchases made by Fort Campbell, Kentucky, personnel with the Government International Merchant Purchasing Authorization Card (IMPAC) VISA credit card are not subject to the various state sales and use taxes.

The Tennessee Tax Identification Number (TIN) is 61-0455908, and the Kentucky Tax Identification Number (TIN), is FG-024-100.

Sincerely,

*for Lynne Worsham*  
Carl J. Heckmann  
Acting Director of Contracting

**ATTACHMENT B**



COMMONWEALTH OF KENTUCKY  
REVENUE CABINET  
FRANKFORT  
09/15/92

101ST AIRBORNE DIV (AIR ASLT)  
FORT CAMPBELL  
DIR OF CONT. BLDG 2174  
13 1/2 & INDIANA  
FORT CAMPBELL, KENTUCKY 42223-5358

LOCATION ADDRESS:  
DIR OF CONT. BLDG 2174  
13 1/2 & INDIANA  
FORT CAMPBELL, KENTUCKY  
42223-5358

PURCHASE EXEMPTION NUMBER: FG-024-100

EFFECTIVE DATE: 08/12/77

SUBJECT: Purchases Exempt from Sales & Use Tax

Based on the information submitted in your "Application for Purchase Exemption", you are hereby authorized to purchase tangible personal property or services without paying or reimbursing the vendor for the sales or use tax with respect to such purchases. A copy of this letter should be presented to the vendor to be retained by him as authorization to make such sales.

Every vendor making such sales must require an official or an employee exercising comparable authority of the federal, state or local governmental unit to sign and acknowledge in writing on a copy of the invoice that the sale and delivery of the property was actually made to a unit of federal, state or local government. The invoice shall be deduction of the sale from gross receipts on his sales tax return. For proper reporting, the vendor must deduct receipts from these sales on Line 6 of his return.

If any of the property or service is not used for an exempt purpose, the purchaser will be required to pay any tax due on purchases made tax free under this exemption.

Any official or employee of a unit of federal, state or local government who uses his position to make tax free purchases for his own personal use or that of any other person will be subject to the penalties provided in KRS 139.990 and other applicable laws.

In the event there is a change in your name, address or operations from the information submitted in your application, you must notify the Cabinet in writing of the change immediately.

Charlotte Quarles, Supervisor  
Sales Tax Section  
Division of Compliance  
and Taxpayer Assistance  
Tel. Number (502) 564-4561

DR TRADE SALE DEPARTMENT OF REVENUE  
NASHVILLE

AN EQUAL OPPORTUNITY EMPLOYER M/F/H

GOVERNMENT CERTIFICATE OF EXEMPTION

To: \_\_\_\_\_

Vendor

The undersigned hereby certifies that the purchases of tangible personal property or services being made on this certificate of exemption are being made by the State of Tennessee, or a county or municipality within the State of Tennessee, or the Federal Government, or an agency thereof, and are for the use of such government or agency.

The undersigned further certifies that the said government or agency is making the purchase direct from the above named vendor, will obtain title or has title to the property immediately when it is delivered, and will use public funds to pay directly to the above named vendor for the tangible personal property or services obtained upon this certificate of exemption.

Name of government or agency DIRECTORATE OF CONTRACTING

Date: \_\_\_\_\_

Signed: Leslie H. Carroll  
LESLIE H. CARROLL  
for Director of Contracting

Title: \_\_\_\_\_

13-008-0813

ENCL